



Classification: Energy Commission Supervisor II (TED)	Position No. 5600-4058-003
CBID: S10	Office: Energy Generation Research
Date Prepared: December, 2012	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The incumbent works under the general supervision direction of the Office Manager for the Energy Generation Research Office, and working with the team lead, will supervise 10 or more staff supporting the Energy Research and Development Division. The incumbent is knowledgeable in the principals of supervision, conducting an Research Development & Demonstration (RD&D) program, energy policy, contracting procedures, budget and database management, and inter-team management skills. Knowledge of environmental issues from renewable energy and transportation energy issues and technologies is desirable. Incumbent supervises and provides leadership to an interdisciplinary staff which performs complex science, technology, economic and/or market analyses to support energy RD&D. Duties include managing workload, quality control, training, progressive discipline, hiring, mentoring and coaching. The incumbent also assists in program planning and implementation, writing and editing technical and non-technical reports and media documents, preparing for and making public presentations, and consulting with other Divisions and experts in the field.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public; perform well under the pressure of deadlines; exercise good listening and communication skills, and prepare quality reports for expert and lay person readers. The candidate will be required to provide oral and written presentations. The candidate must be able to evaluate and prioritize daily workload, and multi-task to respond to urgent information requests. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

50% Plan and direct the work of staff in coordination with the Environmental and Transportation team leads. Provide supervision for all assigned staff which includes: individual motivation, performance review, career development and training. Prepare, review, and approve probation reports and annual performance appraisals; communicate with staff through routine team meetings; interview and hire staff; review and approve promotions and other personnel actions; prepare and report on budgets and work plans; implement mechanisms to meet work plan objectives and maintains quality control of products; team building and motivation; meet with individual staff to review project status and address technical project



issues, and prepares reports and meets with the Office Manager as often as necessary to review the status of the section and resolve issues, and make recommendations to the Office Manager, division management, Executive Office and Commission Policy Committees. (E)

- 20% Consult with the Office Manager, Division management and program-level leads, to plan the overall research goals, objectives, and budget; define workload requirements, schedules, and resource needs; determine staff assignments. (E)
- 10% Respond to internal and external information requests; support Integrated Energy Policy Report and other Commission and Division policy and planning reports and other special assignments as needed. Identify, assign and oversee specific staff for these assignments. (E)
- 10% Solicit input from stakeholders including representatives from government RD&D organizations and utilities representatives, private developers, and technical experts to identify RD&D opportunities of alternative and advanced energy systems or technologies in California; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the research program. (M)
- 5% Make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission and other agencies. (M)
- 5% Other duties as required consistent with the specification of the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div></div> <div>Incumbent Date</div> <div>Energy Commission Supervisor II (TED)</div>	<div></div> <div>Linda Spiegel Date</div> <div>Office Manager II</div>